

DORN SCHUFFMAN, DEPARTMENT DIRECTOR



DEPARTMENT
OPERATING
REGULATION
NUMBER

DOR
1.510

CHAPTER General Department	SUBCHAPTER Travel and Expenses	EFFECTIVE DATE 9/1/2004	NUMBER OF PAGES 3	PAGE NUMBER 1 of 3
SUBJECT Travel Authorization and Expenses		AUTHORITY 630.050, RSMo	HISTORY See Below	
PERSON RESPONSIBLE Deputy Director, Admin			SUNSET DATE: 7/1/2008	

PURPOSE: Prescribes policies for reimbursement of travel expenses.

APPLICATION: Applies to department facilities.

(1) The department shall reimburse department employees and members of the Mental Health Commission, state advisory councils, and special committees and task forces for travel expenses as set out in the State of Missouri Travel Regulations issued by the Office of Administration, this DOR and facility policies. The department may also authorize reimbursement of travel expenses for consultants, volunteers and members of regional advisory councils and parent associations.

(A) Each facility may promulgate policies governing reimbursement of travel expenses for its employees which may be more but not less restrictive than the State of Missouri Travel Regulations or department regulations.

(2) Requests for reimbursement of travel expenses for the period of the 15th of one month through the 14th of the next month shall be made on the Monthly Expense Report form [MO 300-0966N (5-99)] issued by the Office of Administration and approved as follows:

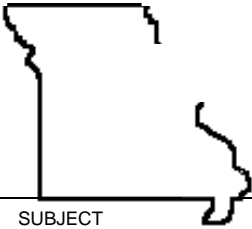
(A) By the head of the facility or designee for facility personnel, volunteers and parent associations;

(B) By the division or deputy director or his/her designee for the heads of the facilities;

(C) By the division or deputy director and deputy director (administration), or his/her designee for central office employees, members of state and regional advisory councils, and others as designated by the division/deputy directors;

(D) By the department director and deputy director (administration), or his/her designee for members of the Mental Health Commission, special committees/task forces, deputy and division directors and other persons reporting directly to the department director.

(3) State vehicles may be used for in-state or out-of-state surface travel if available. Out-of-state surface travel is usually cost prohibitive as reimbursement is limited according to Rule 17 of the State Travel Regulations. Requests to use state vehicles for out-of-state travel must be approved on the "Out of State Travel Authorization," Form MO300-0072N(4-01). State credit cards may be used to purchase fuel and services other than major repairs only for the state vehicle carrying the license number on the credit card. A receipt shall also be attached to the Monthly Expense Report for fuel or services purchased for a state vehicle using personal funds.



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(4) If employees use their own personal vehicles, the rate of reimbursement shall be as follows:

(A) The rate per mile as established by the Office of Administration. The current rate is available at the following link. <http://www.oa.mo.gov/acct/mileage/>

(B) Each facility may establish policy to pay a lesser rate of reimbursement when a state operated vehicle is available for the employee's use. Such rate shall be based upon the actual cost per mile for state vehicles operated by the facility.

(5) A receipt shall be attached to the Monthly Expense Report for any registration fees, unless they are direct billed.

(6) Meal reimbursement.

(A) In order to qualify for meal reimbursement, employees must be in travel status. To be in travel status, the employee must meet one of the following criteria:

1. Have an overnight stay while out of domicile on official business, or
2. Be out of domicile for a period of at least twelve consecutive hours while conducting state business.

(B) Meal reimbursement for in-state travel shall be reasonable and necessary to conduct state business. The amount of meal reimbursement shall be limited to the actual out-of-pocket expense incurred by the employee not to exceed \$26 for breakfast, lunch and dinner, with no more than \$20 for dinner. Reimbursement allowance for meals during out of state travel shall be reasonable for the area as determined by the Federal government and published at the attached link. <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.htm>

(7) Lodging expenses can be direct billed if agreed by both parties.

(8) Requests for approval of out of state travel shall be made on the "Out of State Travel Authorization" Form MO 300-0072N(4-01) issued by the Office of Administration. Appropriate authorized approval signatures must be obtained. Approvals are as follows:

(A) For facility personnel, approval by the head of the facility. The form should be retained at the facility and normal reimbursement procedures should be followed.

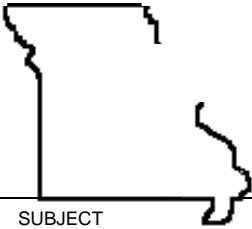
(B) For facility heads, central office employees and members of state and regional advisory councils, approval by the appropriate division or deputy director.

(C) For division or deputy directors and members of the Mental Health Commission, approval by the department director.

(9) The criteria for approval of out of state travel are one or more of the following:

(A) Participation is necessary to receive information to apply for or maintain certain funding, certification or accreditation (e.g., seminar on JCAHO standards or Medicaid reimbursement);

(B) Participation is mandatory under federal funding requirements (e.g., meeting to coordinate grant or petition for funding);



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(C) Participation is required by duties (e.g., medical records custodian testifying under subpoena from court in another state);

(D) Participation is necessary to present paper on a subject the department director or division/deputy director finds relevant to the department mission;

(E) Participation is necessary because representing the department as a regional or national officer of an organization which the department director or division/deputy director finds has a purpose contributing to the department mission; or

(F) Participation is necessary to receive training and education which is not otherwise reasonably available within the state.

(10) Air travel is to be direct billed to the department central office and/or its facilities. Air travel may be reimbursed on the Monthly Expense Report only if circumstances deem it necessary. The department director, division/deputy directors, and/or facility heads as appropriate are responsible for reviewing those requests.

(11) Quality assurance. The primary responsibility of authenticating travel reimbursement claims rests with the division and facility fiscal staff. Each monthly expense report shall also be reviewed by accounting staff in the Controllers office to verify that department policy and State of Missouri Travel Regulations are being followed.

History: Original DOR effective July 1, 1984. Amendment effective July 1, 1988. Amendment effective July 1, 1991. Amendment effective July 1, 1994. Amendment effective July 1, 1995. Amendment effective July 1, 1996. Amendment effective July 1, 2002. On July 1, 2003 the sunset date was extended to July 1, 2004. On July 1, 2004 the sunset date was extended to July 1, 2005. Amendment effective September 1, 2004.